

**CITY OF ASHEVILLE, NORTH CAROLINA
CLASS SPECIFICATION**

**CONSTRUCTION INSPECTOR
ENGINEERING DEPARTMENT**

GENERAL STATEMENT OF DUTIES

Performs complex technical work in the inspection of construction work to determine compliance with applicable codes and standards. Employee reports to an engineer-in-training, a project engineer or the Engineering Director.

DISTINGUISHING FEATURES OF THE CLASS

Employees in this class performs skilled inspection work to insure compliance with established codes governing construction sites. Work involves the inspection of preliminary phases of construction sites to ensure adherence to codes and ordinances. Employee is required to exercise independent judgment in applying these standards to a variety of work situations. Work requires that the employee exercise considerable tact and firmness in dealing with contractors, property owners and the general public. Work is performed under limited supervision of an engineer-in-training, a project engineer or the Engineering Director and is evaluated on the basis of the employee's ability to apply technical knowledge and skills in maintaining prescribed inspection standards.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Inspects construction sites for compliance with ordinances, land-use plans, code requirements, approved plans and specifications, and construction and safety practices; examines as-built drawings and the proposed arrangement of water and sewer systems, streets, curbs, gutters, sidewalks and related construction projects.

Inspects construction sites to ensure compliance with erosion and sediment control regulations and that sediment control devices are operational; advises property owners about sediment erosion and stormwater problems and notifies violators of need to take corrective action.

Inspects installation of water and sewer lines, fire lines and pits; schedules water shut-offs; conducts inspections of street cuts, backfill operations, drainage elevations and related construction projects with compliance with plans and specifications.

Maintains all necessary records and reports on inspections.

CONSTRUCTION INSPECTOR

Confers with other inspectors and the supervisor on questions of departmental policies and other inspection problems; confers with state officials during review of programs.

Takes samples and tests quality of materials used at site; inspects materials on-site to determine whether required specifications are met.

Confers with contractors, architects, engineers and others regarding construction codes and plans; holds pre-bid and pre-construction meetings.

Confers with state officials during state review of erosion/stormwater program, and as otherwise necessary; confers with City and Buncombe County officials in matters pertaining to erosion control.

Reviews and approves plans for construction and alterations.

Responds to questions and concerns from the public, contractors, architects, and engineers regarding construction projects.

Prepares and maintains a variety of records and reports, entering data into computer files.

ADDITIONAL JOB FUNCTIONS

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of modern construction practices, materials, and equipment, and of the various stages of construction when violations and defects should be observed and corrected.

Considerable knowledge of State and local ordinances and codes administered through the Department.

Working knowledge of County geography.

Ability to detect and locate defective workmanship in construction sites.

Ability to interpret blueprints, diagrams, specifications, codes and building regulations.

Ability to deal tactfully and firmly with contractors, property owners and the general public.

Ability to physically maneuver in cramped quarters to accomplish thorough inspections.

Ability to establish and maintain effective working relations as necessitated by work assignments.

CONSTRUCTION INSPECTOR

MINIMUM EXPERIENCE AND TRAINING

Associate's degree in engineering technology or related field and 1 to 2 years of related experience involving concepts of hydraulics; and/or any equivalent combination of training and experience to perform the essential position functions.

SPECIAL REQUIREMENTS

Possession of Nuclear Density Gauge certification. Possession of a valid North Carolina driver's license. Possession of a Grade A Water Distribution certificate and/or a Grade III Wastewater Collection certificate issued by the N.C. Department of Environment, Health and Natural Resources.

COMPETENCIES

Technical Competency: Ability to use the tools and concepts of the specialty area in which the employee works. Includes using appropriate processes, procedures, resources, and work or professional standards.

Interpersonal Competency: Ability to work with people, develop and maintain work relationships, communicate, manage conflict, and perform as an effective team member.

Intellectual Competency: Ability to think, learn and process information. Ability to solve problems and gather necessary information. Includes having math and reading skills appropriate to job level.

Customer Service: Ability to identify customers, determine the valid needs of a situation, and provide service or service recovery in a manner that satisfies the customer.

Organizational & Community Sensitivity: Ability to take the larger perspective into account, recognize organizational and community priorities and balance actions appropriately.

Physical Skills: Ability to perform required jobs with adequate strength, dexterity, coordination and visual acuity (with reasonable accommodation[s] if needed) and in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.

Salary Grade 14
Non-Exempt